

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	DEPUTY CIRCUIT EXECUTIVE
Opening Date:	December 9, 2004
Closing Date:	December 30, 2004
Developmental Salary Range (JSP 16):	\$115,480-\$144,366

The Circuit Executive's Office for the United States Eleventh Judicial Circuit has a position open for an **Deputy Circuit Executive**. A letter of application with resume should be submitted not later than **December 30, 2004**, to:

Cheryl Vessels
Human Resources Manager
United States Eleventh Judicial Circuit
56 Forsyth Street, NW
Atlanta, Georgia 30303

The person selected for the position will be required to undergo a background investigation.

DUTIES: The incumbent reports directly to the Circuit Executive and assists in the exercise of such administrative powers and performs such duties as may be delegated to the Circuit Executive by the Judicial Council, the Court of Appeals, and as outlined under Title 28, United States Code, § 332(e). The principal responsibilities of this position may include the following: (a) serving as administrative assistant to the chief circuit judge as requested, (b) serving as secretary and providing staff support to the circuit council, (c) providing support to the court of appeals by exercising aspects of administrative control of its nonjudicial activities and administering its personnel system and budget, (d) conducting studies relative to the business and administration of the courts within the circuit and preparing appropriate recommendations and reports to the Chief Judge, the Judicial Council, the Court, and the Judicial Conference of the circuit, (e) maintaining liaison with states, marshals, bar associations, civic groups, and the media, (f) overseeing the internal office management and day-to-day operations of the Circuit Executive's office, (g) providing office automation support and space and facilities support to the courts within the circuit, (h) making arrangements for the annual circuit judicial conference, (i) serving as a special investigator for the circuit council and the courts within the circuit, (j) arranging and attending meetings of the judges of the circuit and of the Circuit Council, including preparing agendas, compiling meeting materials, and attending meetings of the court administrative staff, and (k) planning and coordinating special court events such as dedications, investitures, and ceremonies.

QUALIFICATIONS: Applicants must have a high school diploma and be a graduate of an accredited college or university. Post-graduate degree in judicial or public administration, business, political science, or a related field is desirable; law degree also desirable. A minimum of six years of progressively responsible managerial or administrative experience, three of which must have involved extensive management responsibility, preferably in an appellate or federal court environment. Demonstrated ability to assume and delegate responsibility. Demonstrated ability to communicate effectively (oral and written).

The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, courtesy and diplomacy.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program.
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-GRADE SALARY INCREASES	Within each salary classification level there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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